

## **Rectory Cook / Housekeeper Job Description** (40 hours per week)

### **Hours of Work defined**

- Work hours are from 9:30 to 6:00 pm Monday - Friday
- 32 hours per week at the Rectory (priest residence)
- 8 hours per week at the Parish

### **Responsibilities**

#### *Meal Preparation*

- One meal, typically evening, Monday – Friday
  - Supper is to be prepared and placed on the table by 5:30 pm
  - Cleaning of supper preparation dishes are to be completed before leaving each evening
- Weekly menu planning
  - Plan supper meals one week in advance
  - Some consultation may be required in term of menu planning
- Weekly Grocery Shopping
  - Groceries are to be purchased weekly based upon a planned menu
  - Purchase groceries from list created by priests

#### *Housekeeping / Assistant Custodian at the Parish*

- General cleaning both Rectory and designated areas of Parish
  - Dust and clean all accessible surface area including furniture and windowsills
  - Sweep and mop floors
  - Vacuum and clean carpets and area rugs.
  - Clean and sanitize washrooms
  - Seasonal cleaning items such as cleaning screens, and windows
  - Remove garbage, recycling and other waste materials
- Main areas of Focus
  - Main administration area at Parish
  - Cleaning of upstairs bathrooms, offices and meeting rooms
- Management of daily household issues as they arise in consultation with Operations Manager
  - Restocking of cleaning supplies at Rectory
  - Report any maintenance items to the Operations Manager both at Rectory and Parish
  - Ensure safe and appropriate use of cleaning supplies and tools
  - Other duties may be assigned by Operations Manager as required.

#### *General*

- Experience in housekeeping / meal preparation
- Must have a valid driver's license and own vehicle
- Physical ability to perform duties of position including bending, reaching and light lifting
- Adherence to privacy and confidentiality requirements

- Understand the requirement for reverence of sacred spaces and fixtures
- Can work independently and maintain excellent performance and attendance
- Comfort and adaptability when working with and for priests
- Must successfully complete the screening requirements of the Archdiocesan of Grouard – McLennan.